



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Stone Mountain Memorial Association Stone Mountain Inn and Restaurant P.O. Box 775 Stone Mountain, Ga. 30086	Application Number 78-159	
Application Number		Date Received JUL 27 1978	Date Completed AUG 10 1978
2. Person to Contact John Cape		Working Title Bookkeeper	Telephone Number 469-3311 ext. 164
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971 Latest To Date		5. Records Series Title (followed by title used in office; if different) Guest Registration Card Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Stone Mountain Inn and Restaurant provides lodging accommodations, meals, entertainment, and various personal services to the public. Meals are served to resident guests of the Inn and the general public, singly or in groups, and also for conventions, banquets and receptions. The Restaurant also caters for private parties held in the Park, but not in the Inn itself.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: registering guests who stay at the Stone Mountain Inn. Included are: "Guest Registration Card", 4½" x 4" yellow cards which lists guest name, address, room number, in and out date, method of payment, and signature. File is arranged: chronologically by month; thereunder alphabetically by guest name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>seldom</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>8 (4x6) card boxes</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>*</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>1</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>5</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

*Ga. Code 52-308 requires a permanent register to be maintained for registration of guests, however Ga. Code 40-805c states that no records will be scheduled for permanent retention in an office and section 40-814c states that all laws prescribing how long or in what form records shall be kept are hereby repealed. (See copy of laws). Federal Bureau of Investigation requests these records be maintained at least 5 years.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Quarter then,

- ☐ Hold in the current files area month(s) year(s); then
- ☒ Transfer to local holding area, hold 5 year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Harry A. Brundage</i>	<i>July 24, 1978</i>	<i>A. Miller</i>	<i>7-24-78</i>
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>[Signature]</i>	<i>8-8-78</i>
		Secretary of State/Designee <i>Canell Hart</i>	<i>8-4-78</i>
		Attorney General/Designee <i>[Signature]</i>	<i>8-9-78</i>